

## Tech Mahindra Recruitment 2023 - 2+Years Experience Required - Front Office Staff Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
July 4, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 45,000 - Rs. 55,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tech Mahindra Requirement 2023

We are currently seeking enthusiastic individuals to join our team as Front Office Staff. As a Front Office Staff member, you will be the first point of contact for our guests and clients, providing exceptional customer service and creating a positive and welcoming atmosphere. This is an excellent opportunity for freshers to kick-start their career in the hospitality industry and gain valuable experience in front office operations.

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1. Greet and welcome guests in a friendly and professional manner.
2. Provide outstanding customer service, ensuring guest satisfaction.
3. Manage and respond to phone calls, emails, and other inquiries promptly.
4. Register and check-in guests, verifying their information and preferences.
5. Assist guests with check-out procedures, ensuring accuracy of billing and payment processing.
6. Handle guest requests and resolve any issues or complaints promptly and efficiently.
7. Maintain a neat and organized front desk area, ensuring it is presentable at all times.
8. Manage guest reservations and bookings, ensuring accuracy and efficiency.
9. Provide information and guidance to guests regarding hotel facilities, services, and local attractions.
10. Assist in coordinating and organizing meetings, conferences, and other events.
11. Maintain records and files, ensuring confidentiality and accuracy of information.
12. Collaborate with other departments to ensure smooth operations and guest satisfaction.

13. Assist in administrative tasks such as data entry, filing, and correspondence.
14. Uphold and enforce hotel policies and procedures to ensure a safe and secure environment.
15. Stay updated with hotel promotions, special events, and policies.

**Qualifications:**

1. High school diploma or equivalent qualification.
2. Strong communication and interpersonal skills.
3. Excellent customer service and problem-solving abilities.
4. Pleasant and professional demeanor with a positive attitude.
5. Ability to multitask and prioritize tasks effectively.
6. Strong organizational and time management skills.
7. Proficient in using computer systems and basic office software.
8. Ability to work in a fast-paced environment and handle stressful situations calmly.
9. Attention to detail and accuracy in handling guest information.
10. Ability to work both independently and as part of a team.

**Important Links** **Find the Link In [Apply Now](#) Button**

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